

## **Small Business Relief Fund- REQUIRED DOCUMENTS**

Thank you for your interest in the Berwyn Heights Small Business Relief Fund. The following required documents MUST be submitted along with your Small Business Relief Fund Application for consideration. You must also submit an Eligibility Checklist and any documents that are supplemental to the application. **Application Deadline November 20, 2020**

### **REQUIRED DOCUMENTS:**

1. Completed Small Business Relief Fund Application including:

- a. W-9 (list only the number you file your business taxes under)
- b. Certificate of Status "Good Standing Certificate" from the Maryland Department of Assessments and Taxation (submission of Certificate will fulfill requirements C & D)
- c. Articles of Incorporation/ Organization/ Formation
- d. Proof of business address (e.g. copy of a utility bill power, gas, cable, phone or water- sewer dated within the past two months showing the business address)
- e. 2019 Income Statement or Business Tax Return (Form 4506-T)
- f. 2020 Estimated Interim Income Statement (January – June)
- g. 2019 Personal Tax Return (If filing Schedule C)
- h. Employee payroll rosters for March 2020, April 2020, and most recent 2 payroll periods
- i. Screenshot of the ABA/routing number and account number from your business account bank website